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MEMORANDUM

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Building Code Enforcement Official Certification

The Commonwealth of Massachusetts has joined a growing number of states throughout the nation that require certification of municipal building code enforcement officials.

Massachusetts General Law (MGL) c 143 § 3 defines three (3) titles for municipal building code enforcement officials (Inspector of Buildings, Building Commissioner or Local Inspector - collectively referred to as building code enforcement officials). The Inspector of Buildings or Building Commissioner is the highest ranking individual in the make-up of a building department. All other building officials within a building department's office structure are referred to as Local Inspectors according to the law (although cities and towns may have varied titles for these positions; i.e. assistant inspector, deputy commissioner, etc).

Additionally, MGL Chapter 143 § 3 mandates **minimum qualifications** for each of these titles. It is **imperative** that these **minimum qualifications** are met or exceeded by any individual seeking certification as a building code enforcement official. The Board of Building Regulations and Standards (BBRS) **will not issue certification to any individual who is not able to demonstrate compliance with these minimum qualifications**. Please reference MGL c 143 § 3 to become familiar with these qualifications, or you may reference the Commonwealth's **Application for Certification as a Building Code Enforcement Official**, which is included in this package, where the qualifications are reiterated (see item number 6).

Effective March 1, 2006 any individual interested in taking the required examinations for Local Inspector or Inspector of Buildings/Building Commissioner must receive prior approval, from the Board of Building Regulations and Standards, before taking the examinations.

About the Certification Process

Chapter 168 of the Acts of 1992 became effective on November 12, 1992. This legislation amended MGL c 143 § 3, requiring that all individuals appointed to a position as a building code enforcement official by any municipality on or after the effective date, to be certified in accordance with regulations promulgated by the Board of Building Regulations and Standards (BBRS). These regulations are known as 780 CMR 110.07, **The Rules and Regulations for the Certification of Inspector of Buildings, Building Commissioners and Local Inspectors**. The regulations specify that any individual now wishing to gain certification as a building code enforcement official must do so through an examination process.

To demonstrate competency of individuals seeking certification through this process, the Commonwealth utilizes exams developed by nationally recognized model building code organizations. These organizations are known as the **National Certification for Construction Code Inspectors (NCPCCI)** and the **International Code Council (ICC)**. The examinations are administered through procedures set forth by these organizations. It is important to make the distinction between terminology used by the **NCPCCI** and **ICC** organizations and terminology used in Massachusetts when identifying required exams.

In order to receive certification in Massachusetts in the capacity of **Local Inspector**, qualified individuals must attain passing scores in all examinations required for **either** NCPCCI's **Certified Building Inspector** or NCPCCI's **Certified Building Plans Examiner** category or ICC Exams required for this level of certification are identified below.

Required Examinations for certification in Massachusetts as a Local Inspector are:

NCPCCI Exam Combinations:

OR

NCPCCI Exam Combinations:

OR

ICC Exam Combinations:

- Exam 1A - Building 1 & 2 Family Dwelling
- Exam 1B - Building General
- Exam 3B - Fire Protection General

- Exam 1B - Building General
- Exam 1C - Building Plan Review
- Exam 3B - Fire Protection General
- Exam 3C - Fire Protection Plan Review

- Exam B1 – Residential Building Inspector
- Exam B2 – Commercial Building Inspector
- Exam F3 – Fire Plan Examiner

A qualified candidate need only pass the exams associated with **either** of these NCPCCI certifications or ICC exam combination in order to become certified as a **Massachusetts Local Inspector- not all three**.

In addition to satisfying the criterion for local inspector, a qualified candidate must attain passing scores in all exams (identified as modules by ICC) associated with ICC's Certified Building Official Program in order to become certified as a **Massachusetts Inspector of Buildings\Building Commissioner**. These exams are identified below.

Required examinations for certification in Massachusetts as an Inspector of Buildings\Building Commissioner:

Either of the NCPCCI exam combinations or ICC exam combinations as listed on the previous page required of a Massachusetts Local Inspector **and:**

ICC Certified Building Official Exam comprised of:

- Module 1 - Legal/Management
- Module 2 - Technology

Remember, one **must** complete both steps in order to become certified in Massachusetts as an **Inspector of Buildings\Building Commissioner** (unless certification as a local inspector has been acquired through the grandfather process).

The attached package contains the following pieces of information pertaining to the Commonwealth's certification process. Please read each piece carefully. Each piece of material is attached to this memo in the order listed below.

- 1.) A list of Reference Materials required for the exams.
- 2.) A **Candidates Bulletin of Information** further describing the provisions for the exams required to become certified as a Massachusetts Local Inspector, through NCPCCI, which includes an application to take the exams.
And / Or
- 3.) A **Candidates Bulletin for the International Code Council (ICC)** further describing the exams required to become certified as a Massachusetts **Local Inspector** or **Inspector of Buildings\Building Commissioner**, which includes an application to take the exams.
- 4.) The **Rules and Regulations for the Certification of Inspectors of Building, Building Commissioners and Local Inspectors**, 780 CMR 110.R7. This is the Commonwealth's legally recognized regulation pertaining to the certification process. It is important to read and understand its contents prior to seeking certification.
- 5.) An **Examination Approval** form. Please submit this form along with an up-to-date résumé. No candidate shall be allowed to take said examinations without prior approval of the Board of Building Regulations and Standards or the certification committee at the Board's discretion.
- 6.) An **Application for Certification as a Building Code Enforcement Official**. This application is to be filled out and submitted to the BBRS **after** successfully completed the steps necessary to attain the level of certification desired. For example, if you are seeking certification as a Local Inspector, you file this application upon passing all exams required of either NCPCCI's exam combinations as listed on the previous page.

Applications and attachments are reviewed by the Building Official Certification Committee, monthly. If all is in order, certification is issued in the appropriate category. It is important to note that all levels of certification must be maintained through continuing education. Refer to 780 CMR 110.R7 and the Building Official Certification Committee's Policy for Maintenance of Certifications Status for more information.

- 7.) The Building Official **Certification Committee's Policy for Maintenance of Certification Status**. This document defines continuing education of all certified building code enforcement officials.
- 8.) The **Extension of Time Request**. This form is for conditional appointees to request an extension of time to comply with the examination process.
- 9.) A **New Employee Report Form**. This form **shall** be filed with the BBRS by any individual newly appointed to a position of building code enforcement official. Please ensure that an up-to-date résumé is attached to this form.

The recommended materials for each exam are identified in the respective candidate's bulletin. Material can be purchased directly through the ICC or other sources may be used at the option of the purchaser.

Please do not be intimidated by the amount of information contained within this package. If you read each piece in concert with this memorandum, everything should make sense. However, if **after reading all materials** questions remain, you may contact Kim Spencer, extension (617) 727-3200 ext. 25236.